

**ALABAMA DEPARTMENT OF EARLY CHILDHOOD EDUCATION
JOB DESCRIPTION**

Job Title – First Class PreK Regional Director

Supervised by/Reports to: Office of School Readiness Director, Department Secretary

Supervises: First Class PreK Coaches and Monitors

Job Goals:

- To provide effective supervision and oversight of First Class PreK programs for the Department of Early Childhood Education (DECE) so that all Alabama children and families thrive and learn.
- To effectively and efficiently manage assigned projects, schedules, communication, and information to achieve the goals of the department.

Minimum Qualifications:

1. Master's degree in early childhood education or related field, preferred.
2. Two (2) or more years of experience in a comparable position.
3. Ability to meet the suitability criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
4. Knowledge of early childhood education programs and instructional best practices for pre-school classrooms.
5. Knowledge of adult learning styles, effective coaching practice, and professional development implementation
6. Ability to possess and maintain a valid driver's license.
7. Demonstrated proficiency in oral and written communication skills.
8. Effective interpersonal skills, with an emphasis on communication and collaboration with a wide variety of people and groups.
9. Ability to work independently, prioritize tasks, and perform assignments as directed with accuracy, attention to detail, and within established time frames.
10. Ability to use technology to communicate, to manage data, and to produce/submit required reports, correspondence, and/or financial information.
11. Physical strength, mobility, dexterity, stamina, and acuity to perform job responsibilities.
12. Ability to be punctual and in regular attendance.
13. Such alternatives to the above qualifications as the department leadership may require.
14. Priority will be given to applicants who are endorsed in Reflective Supervision through First Five Alabama.

Performance Responsibilities and Essential Functions:

1. Demonstrates support for the department and its vision, goals and priorities.

2. Provides leadership, knowledge, and guidance to assigned First Class PreK Coaches to ensure teacher reflection on current classroom practices, development of new skills, and promotion of continuous self-assessment to ensure high quality First Class Pre-K programs.
3. Provides leadership, knowledge, and guidance to assigned First Class PreK Monitors to ensure sustained quality and grant compliance in all First Class Pre-K programs.
4. Communicates effectively with DECE/OSR staff members, program directors, teachers, and other stakeholders regarding classroom progress toward quality and goals via mail, email, in person, and phone.
5. Maintains accurate and up-to-date contacts, files, documentation, data reports, and other required paperwork for all assigned regional classrooms, directors, and teachers.
6. Maintains regional staff shared calendar with up-to-date daily staff assignments, and enters all information for the assigned region concerning regional team meetings and regional staff planned trainings (Grantee, etc.) on the Regional Manager shared calendar.
7. Plans and facilitates at least once monthly a regional staff meeting in a centrally-located civic/community meeting place (e.g., public school, public library, etc.) and uses these meetings to communicate information, discuss concerns, and to collaborate with team members for planning and problem solving.
8. Conducts Performance Appraisals as required for all assigned full-time regional staff members in a timely manner, and discusses any issues concerning job performance with the DECE Secretary.
9. Conducts assigned Coach and Monitor observations to ensure all regional team members are carrying out job responsibilities with desired results.
10. Communicates and/or visits with assigned directors concerning classrooms that are out of compliance; follows up with assigned directors to ensure timely correction of non-compliance issues; and, reports to supervisor classrooms that continue to perform in non-compliance status.
11. Consults with assigned directors to provide assistance with budgets, answer program questions, assist with problems maintaining enrollment, help with training needs, and approve purchases of materials, equipment, and supplies.
12. Answers questions, and responds to requests from other staff members, other agencies or departments, and/or the general public as appropriate; resolves issues or refers requests as appropriate.
13. Obtains, gathers, organizes, and prepares for presentation pertinent data and information as needed.
14. Prepares and submits information and/or recommendations for staff meeting or other meeting agendas as assigned, if applicable.
15. Performs duties and represents the department in a courteous, positive and professional manner.
16. Attends and participates in meetings, trainings, and conferences as directed.
17. Performs other job-related duties as requested by supervisor.

For all positions within the department:

1. Maintains appropriate confidentiality regarding workplace matters.
2. Demonstrates initiative in identifying potential problems and/or opportunities for improvement in areas of responsibility.
3. Reports potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel.

4. Responds to inquiries, requests, constructive feedback, concerns and/or complaints in a timely and positive manner.
5. Maintains and submits reports, records, and correspondence in a timely and accurate manner.
6. Properly uses and cares for equipment and material resources of the department and effectively supervises and monitors others in the care, maintenance, and use of tools, equipment, and inventory.
7. Uses effective collaboration skills to work as a productive team member.
8. Serves on committees, tasks forces, and representative groups as required.
9. Adheres to department rules, administrative procedures, policies, and state, federal, and local regulations.
10. Reports absences and takes leave in accordance with department policies and procedures.

Terms of Employment: 12-month position in accordance with the department's salary schedule.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the required State policy on evaluation of personnel.

Please note: Priority will be given to applicants who are endorsed in Reflective Supervision through First Five Alabama.

The statements above are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.
